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Chapter 3

Maintenance Reports

California Planned Refinery Maintenance Report

This report shall contain all of the information detailed below in subsections A through M. Refer to our [PIIRA Forms and Instructions](#) web page for the Planned Refinery Maintenance Report and Instructions.

Reporting Period

Refiners shall submit Initial Planned Refinery Maintenance Reports at least 120 days before any planned maintenance or turnaround. If the need for planned maintenance or turnaround is identified less than 120 days prior to the scheduled event, refiners shall submit the initial report within two business days of discovering the need for planned maintenance and include all information available at that time. If any changes occur after the submission of the initial report, refiners shall submit a revised report within two business days, outlining the nature of the change in the description of planned work and updating any information fields affected by the change. Changes requiring a revised report may include, but are not limited to, securing contracts that impact inventory and supply estimates, commencing maintenance or turnaround work, delays in the receipt of repair components, and rescheduling the planned event. Refiners shall submit a Final Planned Refinery Maintenance Report with finalized dates and values to the executive director of the commission within two business days either after repairs on the units have completed or when units resume scheduled production rates, whichever occurs first.

Informational Requirements

- A. A brief description of planned work.
- B. The processing unit name, process unit ID, and operational capacity of individual each processing units involved, expressed in barrels per calendar day (B/CD), ~~of each processing unit~~. Include any processing units that will have decreased output. For events involving multiple process units with differing schedules, refiners shall specify the halt and return-to-service dates for each process unit involved.
- C. The estimated halt service date. The date that each affected processing unit stops operation or reduces to the rate necessary for maintenance to proceed. Final reports shall contain the actual halt service date.
- D. The estimated return-to-service date when the affected processing unit(s) resumes at scheduled production rates. Final reports shall contain the actual return-to-service date.
- E. The estimated daily decrease in output of material or substance produced by each affected processing unit, such as gasoline, diesel, or jet fuel components, expressed in barrels per day (BPD). For finalized reports, enter the actual decrease incurred during the maintenance period.

F. The estimated drawdown of inventory levels of gasoline and gasoline blending components and other material or substance produced by each affected process unit that are controlled by the refiner at the refinery and at other storage locations in California during the planned maintenance event or turnaround. Final reports shall contain actual drawdown values totaled to the return-to-service date of affected processing unit. Volumes shall be expressed in barrels.

G. The estimated inventory levels of gasoline and gasoline blending components and other material or substance produced by each affected processing unit that are controlled by the refiner at the refinery and at other storage locations in California during the planned maintenance event or turnaround. Final reports shall contain actual inventory levels at return-to-service date of affected processing unit. Volumes shall be expressed in barrels.

H. The anticipated in-state purchases from other market participants in California of gasoline and gasoline blend components and other material or substance produced by each affected processing unit in preparation for or during the planned maintenance event to replace lost production, inclusive of in-state purchases made as of the time of the report. For finalized reports, enter the actual barrels per day of in-state purchases. Volumes shall be expressed in ~~BPD~~ barrels.

I. The anticipated out-of-state purchases from other domestic market participants of gasoline and gasoline blend components and other material or substance produced by each affected processing unit in preparation for or during the planned maintenance event to replace lost production, inclusive of out-of-state purchases made as of the time of the report. For finalized reports, enter the actual barrels per day of out-of-state purchases. Volumes shall be expressed in ~~BPD~~ barrels.

J. The anticipated foreign imports of gasoline and gasoline blend components and other material or substance produced by each affected processing unit in preparation for or during the planned maintenance event to replace lost production, inclusive of foreign imports secured as of the time of the report. For finalized reports, enter the received barrels of foreign imports. Volumes shall be expressed in ~~BPD~~ barrels.

K. The anticipated reductions of noncontracted sales of gasoline or other material or substance produced by each affected processing unit related to the planned maintenance event. For finalized reports, enter the actual barrels of reductions in noncontracted sales. Volumes shall be expressed in barrels.

L. The projected quantity of contractual supply obligations, expressed in barrels, for finished California-specification gasoline due during the planned maintenance event or turnaround. This value must represent total contractual obligations active during all the current or projected process unit outages or rate reductions as a whole, rather than for each individual unit, at the time of reporting. When a contract is no longer obligated, update the field appropriately.

M. Indication if the reported item is an initial estimate, revision, or final value.

California Unplanned Refinery Maintenance Report

This report shall contain the information detailed below in subsections A through M. Refer to our [PIIRA Forms and Instructions](#) web page for the Unplanned Refinery Maintenance Report and Instructions.

Reporting Period

For unplanned maintenance resulting in a shutdown of a refinery process lasting more than 24 hours or for unplanned processing unit rate reduction events that will result in a production loss of two percent or more of any marketable product class per facility, lasting three days or more, each reporting company shall provide the Initial Unplanned Refinery Maintenance Report within two business days of the initial event occurrence and the Final Unplanned Refinery Maintenance Report within two business days of the completion of repairs or when units resume scheduled production rates, whichever occurs first. If any changes occur during the maintenance event affecting a processing unit's return-to-service date after the submission of the initial report, refiners must provide a revised report within two business days after the change has been discovered to the executive director of the commission, outlining the nature of the change.

Informational Requirements

- A. A description of the reason for the unplanned maintenance or processing unit rate reduction.
- B. The processing unit name, processing unit ID, and operational capacity of each processing unit involved in the unplanned maintenance event, expressed in B/CD. For events involving multiple processing units at differing occurrences, refiners shall specify the halt event date and return-to-service date for each processing unit involved.
- C. The specific halt event date of the event. The date that each affected processing unit stopped operation or reduced to the rate necessary for maintenance to proceed.
- D. The estimated return-to-service date. when the affected processing unit(s) resumes at scheduled production rates. Final reports shall contain the actual return-to-service date.
- E. The estimated daily decrease in output of gasoline, diesel, and jet fuel components from each processing unit affected by the unplanned maintenance or rate reduction event. Final reports shall contain the actual daily decrease in output.
- F. The estimated drawdown of inventory levels of gasoline and gasoline blending components and other material or substance produced by each affected processing unit that are controlled by the refiner at the refinery and at other storage locations in California during the unplanned maintenance or rate reduction event. Final reports shall contain actual drawdown values totaled to the return-to-service date of affected processing unit. Volumes shall be expressed in barrels.
- G. The inventory levels of gasoline and gasoline blending components and other material or substance produced by each affected processing unit that are controlled by the refiner at the

refinery and at other storage locations in California at the time of reporting. Volumes shall be expressed in barrels.

H. The anticipated volume of in-state purchases from other market participants in California of gasoline and gasoline blend components and other material or substance produced by each affected processing unit during the unplanned maintenance or rate reduction event to replace lost production, inclusive of in-state purchases made as of the time of the report. For finalized reports, enter the actual barrels of in-state purchases. Volumes shall be expressed in ~~BPD~~ barrels.

I. The anticipated volume of out-of-state purchases from other domestic market participants of gasoline and gasoline blend components and other material or substance produced by each affected processing unit during the unplanned maintenance or rate reduction event to replace lost production, inclusive of out-of-state purchases made as of the time of the report. For finalized reports, enter the actual barrels of out-of-state purchases. Volumes shall be expressed in ~~BPD~~ barrels.

J. The anticipated volume of foreign imports of gasoline and gasoline blend components and other material or substance produced by each affected processing unit during the unplanned maintenance or rate reduction event to replace lost production, inclusive of foreign imports secured as of the time of the report. For finalized reports, enter the actual barrels of foreign imports. Volumes shall be expressed in ~~BPD~~ barrels.

K. The anticipated volume of reductions in noncontracted sales of gasoline or other material or substance produced by each affected processing unit during the unplanned maintenance or rate reduction event. For finalized reports, enter the actual barrels of reductions in noncontracted sales. Volumes shall be expressed in barrels.

L. The anticipated quantity of contractual supply obligations, expressed in barrels, for finished California-specification gasoline due during the unplanned maintenance or rate reduction event. This value must represent total contractual obligations active during all the current or projected process unit outages or rate reductions as a whole, rather than for each individual unit, at the time of reporting. When a contract is no longer obligated, update the field appropriately. For finalized reports, enter the actual quantity in barrels of contractual supply obligations.

M. Indication if the reported item is an initial estimate, revision, or final value.